



Albemarle Ballet  
THEATRE

## 2023 – 2024 Handbook & Policies

June 19, 2023 Revision

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## Registration

Once you complete online registration and enroll in a class you are automatically enrolled in auto-pay unless you have sent notice to [Anna@abtdance.org](mailto:Anna@abtdance.org) of another preferred form of payment. If you decide not to continue after the first class, please let us know right away.

All students will pay a non-refundable registration fee of \$30 per student for the school year. A separate registration fee is charged for the Summer Program. All registration fees are waived for multi-student families; please note that your account will be credited within one billing cycle.

Current ABT students will be offered early enrollment at the start of a new school year or the Summer Program. Once registration is opened to the public all classes are first-come first-served. If you miss early enrollment and a class is full, you will be waitlisted. All waitlisted returning ABT students will be prioritized. New students should contact [Anna@abtdance.org](mailto:Anna@abtdance.org) regarding level placement.

Registration for Creative Movement and Tap I is per session and tuition is non-refundable once the session has started.

Registration for all other classes is for the school year August 2023 – May 2024. All students will automatically be enrolled in the Spring semester unless we receive notice via email. Classes dropped after December 15, 2023, will carry a drop-out fee. Please see the Drop-out section below for details.

Spring registration will be closed after February 15<sup>th</sup>. Enrollment for Tap I will be closed after the 2<sup>nd</sup> week of each session.

## Payments and Billing

Tuition can either be paid in full (10% discount) or 8-monthly payments (August – March). Classes that run by session and Summer Camps are billed in full. If you would like to pay in full, cash, or check, please email [Anna@abtdance.org](mailto:Anna@abtdance.org). Tuition will be posted on the 15th of the month and cards on file will be charged on the 1<sup>st</sup>.

ABT requires a credit or debit card to be kept on file at the time of registration. All payment information is completely secure through SafeSave Payments. If an alternative form is not received by the 1<sup>st</sup> of the month, your card on file will automatically be charged. Any declined forms of payments will carry a fee of \$25.00. Late payments will carry a fee of \$25 for accounts past due; each month incurs a separate late fee.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard. If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT. When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to: *P.O. Box 805, Crozet, VA 22932.*

## Tuition

Monthly Tuition Rates	
30 Minute Class	\$76
45 Minute Class	\$80
1 Hour Class	\$86
1.25 Hour Class	\$90
1.50 Hour Class	\$92

### Creative Movement Tuition

7-week Session: \$133

8-week Session: \$152

### Tap I Tuition

7-week session: \$140

8-week session: \$160

## Drop-Out

Please send written notice to [Anna@abtdance.org](mailto:Anna@abtdance.org) if you wish to withdraw from a class. Students who stop coming to class will continue to be billed until they officially withdraw. Written notice must be sent before the 1<sup>st</sup> of the month to avoid being charged the following month's payment. All tuition is nonrefundable. Notice cannot be retroactive.

Written notice for all classes (except for Creative Movement and Tap I) must be given prior to December 15th to avoid a drop-out fee. Any classes dropped after December 15th will be subject to a drop-out fee of \$50 per student for the first class and \$25 for each additional class.

## Credits

All credits received expire 12 months after they are issued.

## Level Placement

When placing students we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic in order to create a balanced environment where the students can thrive. For more information click [here](#).

## Class Sizes

We are a small studio and pride ourselves in offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

ABT has a minimum enrollment policy of 5-students per class and 7-students per camp. If minimum enrollment is not met, ABT may cancel the class and provide alternative options. A prorated refund may be issued if a class is completely canceled.

If 3 or fewer students are present for a class, the class time will be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

Please enter future absences in your Portal. Refunds or credits are not given for missed classes.

Creative Movement, Exploring Ballet, Ballet IA – IB, Modern & Jazz I, Tap I:

Make-ups are not offered for missed classes for these levels, however, if a class is canceled by ABT for reasons outside of inclement weather, a make-up class will be offered.

Ballet IIA – Advanced II, Pointe, Modern & Jazz II & III, Tap II & III:

Make-up classes may be scheduled in your Portal and should be scheduled for the same style of class that was missed. For eligible level options, please refer to your dancer's skills tab. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester. Make-ups are not guaranteed you are assuming the risk that a make-up may not be available.

Make-up classes may be scheduled for a class of the same length or shorter. If a shorter class is selected, the remaining time from the original missed class will be forfeited.

Special make-up classes require an RSVP. If less than 3 dancers plan to attend, the class may be cancelled.

## Inclement Weather & School Closings

Should the school be closed due to inclement weather, eligible students (Ballet IIA – Advanced II, Pointe, Modern & Jazz II & III) are welcome to schedule make-up classes in their Portal in another existing class, subject to availability. ABT does not offer refunds or credits for cancelled classes.

ABT does not always follow the Albemarle County Public School's decisions on closing for weather-related emergencies. ABT will notify families as soon as possible if the school will close.

## Private Lessons/Coaching

Private lessons can be scheduled with the office and are billed at \$100/hour. Duets, trios, quartets, and quintets can also be arranged. Email [Anna@abtdance.org](mailto:Anna@abtdance.org) for pricing and scheduling.

## Pointe Shoe Fittings

Eligible pointe students can sign up for a time slot on designated fitting days which will be scheduled at the start of the school year. Each fitting is \$25.

## Drop-off and Pick-up

Creative Movement - Ballet IIB, Tap I, Modern & Jazz I: One parent/caregiver should walk their child into the building and drop off and pick up in the waiting area outside the studio. Dancers in these levels will not be allowed to leave the building alone.

All other classes: Students should wait for their ride to arrive before going outside. Students can either wait in the school or downstairs in the indoor lobby and should not wait on the porch after dark.

Students must be picked up at the end of class or rehearsal. If you will be a few minutes late please email [attendance@abtdance.org](mailto:attendance@abtdance.org). **We cannot guarantee that a staff member will be available to supervise your child**, and ABT is not liable for the safety of the students once their class or rehearsal has ended. A \$15 fee will be charged for frequent or excessively late pick-ups.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school.

ABT must have prior notification if someone other than the parent/guardian is picking up the dancer.

## Parking Lot

For prompt drop-off and pick-up please use the designated drop-off zone at the bottom of the stairs. If your dancer is not ready, please pull into a parking spot. To help with traffic flow, do not back out of the parking lot onto Crozet Ave.

The ABT parking lot is also shared with the other shops on Three Notched road. Please be mindful that the parking lot is small and can be difficult to maneuver vehicles. To help cut down on traffic please do not wait in a parking spot during class time if the lot is full.

## Conflict Resolution

ABT nurtures an environment and atmosphere of respect and professionalism.

If you feel you need to contact the faculty to address any problems and/or concerns, we kindly ask that the issues are communicated in a considerate, polite and respectful manner. We understand that the nature of some circumstances may lead to heightened emotions. In these situations, we kindly request that you refrain from sending reactionary emails. Since we are not able to immediately resolve every single issue, please contact the ABT staff only in absolutely necessary situations.

If possible,

- First seek clarification from your dancer in order to avoid misunderstandings
- Prioritize resolving the situation by empowering and guiding your dancer to seek resolution on their own
- Communicate any unresolved issues by sending an email to Ms. Hart, Ms. Veronica, and Ms. Anna
- ABT staff will reach out to coordinate further communication, if deemed necessary

## Scholarships & Work Study

Scholarships are provided by Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all

students are given the opportunity to study dance in a professional school. Scholarships are based on financial need. Please note that SFTPA only grants partial scholarships.

ABT offers a Work-Study program, subject to availability and a trial period of one month. Work-Study may be completed by students aged 14-years and older, or a family member, and a parent may be required to be present. Apply [here](#).

## Class Schedule

Monday	Tuesday		Wednesday		Thursday	Friday		Saturday	
Studio 1	Studio 1	Studio 2	Studio 1	Studio 2	Studio 1	Studio 1	Studio 2	Studio 1	Studio 2
<b>4:30 – 5:00</b> Creative Movement Ages 2-3	<b>4:45 – 5:45</b> Modern & Jazz I Ages 8+	<b>4:30 – 5:15</b> Tap I Ages 8+	<b>4:00 – 5:15</b> Ballet IIB	<b>4:00 – 5:00</b> Ballet IIA	<b>4:45 – 5:15</b> Advanced Conditioning & Pilates	<b>4:30 – 5:15</b> Pre-Pointe & Pointe I	<b>4:15 – 5:15</b> Ballet IB	<b>10:00 – 11:00</b> Ballet IA/B Ages 6-8	<b>10:15 – 11:00</b> Exploring Ballet Ages 3-4
<b>5:00 – 6:00</b> Modern & Jazz II	<b>5:45 – 7:15</b> Ballet IV	<b>5:00 – 6:00</b> Tap II	<b>5:15 – 6:45</b> Ballet IIIA	<b>5:45 – 6:45</b> Pointe II	<b>5:15 – 6:45</b> Advanced II	<b>5:15 – 6:45</b> Ballet IIIB	<b>5:15 – 6:45</b> Ballet IIIA	<b>11:15 – 12:00</b> Exploring Ballet Ages 3-4	<b>11:15 – 12:15</b> Ballet IA Ages 5-6
<b>6:00 – 7:00</b> Modern & Jazz III		<b>5:45 – 6:45</b> Tap III	<b>6:45 – 8:15</b> Advanced I		<b>6:45 – 7:45</b> Pointe III			<b>12:30 – 1:30</b> Ballet IA/B Ages 6-8	

## 2023-2024 Calendar

September 11	Fall semester begins
September 18	Nutcracker rehearsals begin
November 22 – 25	Closed for Thanksgiving Break
December 2 - 3	Step Into the Story at ABT Whitebox
December 12	Last day of Fall semester
December 15 & 16	Nutcracker at Waynesboro Highschool
December 17 – January 1	Closed for Winter Break
January 2	Spring semester begins
April 1 - 6	Closed for Spring Break
May 4	Last day of classes for Spring semester
May 4	Presentations for Saturday classes
May 6 - 9	Tech week for Spring Gala
May 10 & 11	Spring Gala at PVCC

### Creative Movement and Tap I Sessions:

Fall Session 1: (7-weeks) 9/11/23 – 10/24/23

Fall Session 2: (7-weeks) 10/30/23 – 12/12/23

Spring Session 1: (8-weeks) 1/8/24 – 2/27/24  
Spring Session 2: (8-weeks) 3/4/24 – 4/30/24

## Performances

### December 2 & 3: 'Step Into The Story' The Nutcracker

The Whitebox Theatre at ABT

Saturday, December 3: 3:00pm and 5:00pm

Sunday, December 4: 2:00pm and 4:00pm

*Select roles from Ballet IIIA – Advanced invited to perform*

### December 15 & 16: The Nutcracker

Waynesboro Highschool Theatre

Waynesboro, VA

Friday, December 15: 6:00pm

Saturday, December 16: 2:00pm

**\*\*Ballet IIA – Advanced II invited to perform**

*1-2 community outreach performances for the Nutcracker may be scheduled. Dates and times TBA. \*Participation is voluntary for select roles from Ballet IIIA – Advanced that are invited to perform.*

### April 27 & 28: 'Step Into The Story'

ABT's Whitebox Theater

Saturday: 3:00pm and 5:00pm

Sunday: 2:00pm and 4:00pm

*Select roles from Ballet IIIA – Advanced invited to perform.*

### Tom Tom Festival

Select roles from Ballet IIIA – Advanced II will be invited to perform. Dates and times TBA.

### May 10 & 11: Spring Gala

The Dickinson Theatre at Piedmont Community College

Charlottesville, VA

Friday: 6:00pm

Saturday: 11:00am and 5:00pm

**\*\*Ballet IB – Advanced II invited to perform**

Students must leave the theater with a parent/guardian directly following the 11am show. Ballet IB – IIIB returns at 4:00pm, Ballet IV – Advanced II returns at 3:30pm

**\*\*One parent/guardian of students in levels IB, IIA, and IIB is required to remain backstage** in the dressing room and supervise their child during rehearsals at the theater. This is in addition to the parent participation requirement.



Tickets can be found online [here](#). Participation in the performances is voluntary and is not required. In order to participate, students must attend their regular classes with minimal absences in order to maintain technique and stamina during rehearsal periods.

**Rehearsal Absences:** Please take absences very seriously, missing more than two rehearsals may result in loss of role(s).

## Performance Fee

A one-time performance fee will apply per-student, per-production. This fee includes all rehearsals, warm-up classes, costumes, and a downloadable video of the performances. This fee does not include tickets which are an additional cost.

- o Ballet IB - IIIB | One roll/dance: \$200
- o Ballet IB - IIIB | Two rolls/dances: \$225
- o Ballet IB - IIIB | Three rolls/dances: \$250
  
- o Ballet IV - Advanced II | One roll/dance: \$250
- o Ballet IV - Advanced II | Two rolls/dances: \$275
- o Ballet IV - Advanced II | Three rolls/dances: \$300

Please note that all productions are presented by Studio For The Performing Arts, a 501(c)3 non-profit organization. These professional, affordable, family-friendly productions would not be possible without the support of the ABT family participation.

**We require one parent/guardian per student performing to sign up for parent participation.** Multi-student families will be required to sign-up for an additional role for each additional student. Parent/guardian can alternatively pay a voluntary opt-out fee of \$250.

## Class Attire

*Girls' hair should be worn up and in a neat bun or French twist. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into the eyes, longer hair should be pulled back in a ponytail. No jewelry other than stud earrings. Please wear clean dance clothes and shoes in good repair.*

### Creative Movement

**Attire:** Solid colored t-shirt and leggings or shorts, and socks -or- leotard, tights, And ballet slippers. Dancers should be able to move comfortably.

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers. Skirts may be worn if skirt is sewn into leotard.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet IA-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.  
Ballet II and higher: Colored waistband (no black)  
Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

### Advanced Ballet

Girls Attire: Leotard color of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).  
Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

Hair for girls in the following styles should be worn securely pulled back in a ponytail:

### Jazz/Modern/Contemporary

Attire: Black jazz pants, tights, or leggings with a plain athletic shirt or leotard without graphics.

Shoes: Bare feet for modern. Jazz shoes for jazz. Ballet slippers for contemporary.

### Tap

Attire: Black jazz pants or leggings with a plain leotard, athletic top, or t-shirt without graphics. Tap shoes.